# Job Description – TA Sub Engineer

**Responsible to**: DDC KEP Engineer

**Accountable to:** KEPTA Engineering Coordinator for technical matters and TA
Coordinator for administrative issues.

**Relates to**: DDC Sub Engineer, Planning Officer.

**Location**: KEP Unit: District Development Committee

**Purpose of the Job**

The overall purpose of this post holder is to assist KEP unit in improving in engineering processes and documentation. S/he supports KEP Unit in technical compliance, effective enforcement of new KEP Guidelines and monitoring of KEP activities in all VDCs. The position-holder also assists KEPTA in improving the relationship with DDC.

**Main Duties**

**a. Technical**

* Support KEP Unit in project selection, feasibility survey, design and site layout of the projects.
* Assist KEP Unit in supervision and monitoring of physical and financial progress of projects.
* Under the guidance of KEP Unit and EC, maintain technical standards, quality assurance, environment management systems and health and safety.
* Support in resolving technical issues where possible. Forward unresolved issues to KEP Unit.
* Assist KEP Unit in maintaining MIS database.

**b. Coordination**

* Maintain strong relationship with DDC, DTO and other public work programmes.
* Assist TA Coordinator in harmonising and coordinating with DDC.
* Assist KEP Unit to form District Level Coordination and Monitoring Committee.

**c. Planning, Monitoring and Reporting**

* Assist KEP Unit in preparation of periodic plans and reports at agreed intervals.
* Participate in DDC meetings and forums as required.
* Submit monthly transport usage reports of KEPTA motorbikes assigned to KEP Unit.

**d. Others**

* Any other official duties reasonably required for an efficient and effective programme implementation.
* Support national and international consultant on their visits and tasks at district level.

**e. Standards**

* Actively demonstrate a good behaviour in all aspects of work / service and social life.
* Become a model to other staff in work and as a person. This should result in, for example, high quality of work, justice and fairness, punctuality and respect to agreed timeframe, cooperation with other, positive attitude towards programme, and in general good behaviour in and out of work.
* To be able to manage all duties and people for whom he/she is responsible, without close supervision and at a good standard, and to develop / suggest new aspects of the job as needed.
* To be honest in all matters (e.g. financial, timekeeping etc) and to promote honesty in all levels. Honesty includes not seeking or obtaining financial and non-financial benefits through his/her work with KEPTA.
* To keep confidential information acquired during the course of work, especially those matters relating to people (staff, clients or others). This includes avoiding publicly criticising social culture and organisational structure.
* Maintain good relations with staff of KEPTA, GoN employees and other stakeholders.
* To build good public relations with those outside the organisation, including officials, community members and clients of the programme, with the objective to emphasise aims and priorities of KEPTA.
* Actively demonstrate no-alcohol / no-drug abuse standards at workplace (including site office).

**f. Experience and qualifications**

* Diploma in Civil Engineering with 5 years of experience in survey, design, supervision and monitoring of range of community based infrastructures.
* Experience and knowledge of working with government agencies and communities.
* Good understanding of social and cultural environment of Karnali.
* Knowledge of engineering software such as AutoCAD.
* Accuracy in details.
* Good reporting skills.